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## Academic Policies Committee Minutes of the Academic Senate 2011-02-28

University of Dayton. Academic Policies Committee

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UNIVERSITY OF DAYTON  
APPROVED MINUTES OF THE ACADEMIC POLICIES COMMITTEE  
OF THE ACADEMIC SENATE

February 28, 2011  
Chaminade Room 102, 2:30-4:30 PM

Attendance: Benson, Bickford, Dunne, Gauder, Hess, Hollis, Jain, Pedrotti, Roecker Phelps, Vanderburgh, White.

Excused: Shank, Trempe

1. Minutes: The minutes of November 22 were approved, subject to one correction: 3 f. will be changed from "...this proposal has no impact across units it..." to "...this proposal has no impact across units (other than within CAS) it..."
2. Announcements: The next APC meeting is Monday, March 28, 2011, from 2:30 – 4:30 PM in KU 207. No further meetings are scheduled this year; however, assignments from ECAS may necessitate more meetings. Please keep Monday, 2:30 – 4:30 time slot available.
3. New Business: Committee on the Common Academic Program and Competencies.
  - a. The criteria for the members of the CAP Leadership Team and the nominees were discussed. After discussion of the candidates, a slate of candidates who were best supported by the appropriate deans were settled upon. The School of Business Administration has not yet submitted a candidate, so the committee will vote on that candidate by e-mail once a nominee is received. It was noted that since CAP does not have a curriculum to date, the General Education Program will continue until 2013.
  - b. Vinod Jain motioned for candidate approval, Paul Vanderburgh seconded the motion. 11 voted in favor, and 0 in opposition, 0 abstentions.
4. Old Business: Undergraduate Degree Program Development.
  - a. After reviewing the Proposal for Medicinal and Pharmaceutical Chemistry degree, the APC asked the Provost for a protocol on developing new undergraduate degree programs. ECAS, in consultation with the Provost's Office, developed a proposal. That proposal was based on two documents that APC members were not aware of: 94-10 and 10-04. Both documents (94-10 and 10-04) will need to be cross referenced with a summary and addendum. APC members were asked to review both documents for overlap and consistency prior to the March meeting. Specifically, members were asked to consider 2 questions: (1) Is the PDP document consistent with the two existing documents, and (2) does it add additional guidance not found in the existing documents?

5. Old Business: Student Misconduct Form and Background Information.

- a. The current Academic Dishonesty Procedures within the various units were discussed. The committee agreed that the purpose of the policy is to track repeat offenders, and that faculty should be responsible for determining appropriate responses to student misconduct. All course syllabi should include the Academic Dishonesty Policy and all faculty should explain the policy to their students early in the semester. It was also noted and agreed upon that the *penalty* and the *student's signature* should be added to the misconduct form.

Issues raised in the discussion:

- I. What constitutes misconduct? What guidelines do we need?
  - II. Should we look at the honor code and the language?
  - III. How much evidence should there be?
  - IV. Confidentiality issues. Who should have access to students' files?
  - V. What ethical issues are involved?
- b. How to move forward: The committee agreed that the form represented a useful tool in record-keeping, but that there were some basic issues of what records should be kept and who should have access to those records that needed to be clarified. Following discussion of these issues, Leno Pedrotti agreed to draft a brief summary of the key points the committee discussed. He will give that to the committee for the next meeting so the committee can review that draft and then send the document to ECAS for consideration.

Meeting adjourned at 4:05 PM

Minutes submitted by Jackie Estep